

Job Description

POST DATE: 10/06/2017

CLOSE: 10/27/2017



Job Title: Accounting Clerk I, II, III
Supervisor: Finance Director
Classification: Classified/Non-Exempt
Hours Per Week: 37.5 hours (full-time) 8:00 a.m. – 4:30 p.m.
Pay Level: Level I (H), Level II (I), Level III (K)
Benefits: Medical, Dental, PERS, and Life Insurance

DESCRIPTION:

The Accounting Clerk is responsible for the assignments delegated by the Finance Director &/or Borough Treasurer which may include, but are not limited to, month-end and year-end closing activities, annual budgeting assistance, annual audit prep, tax and report work, departmental reports, credit card reconciliation, and payroll and accounts payable disbursements.

Level I: This entry level accounting clerk will perform one or more simple clerical accounting duties such as entering data, matching invoices, opening and distributing mail to processors, checks completeness and mathematical accuracy of repetitive accounting documents, position is closely supervised and will require employee to frequently review policy and procedures established by the Finance Director.

Level II: This intermediate level accounting clerk will perform various non-repetitive clerical accounting transactions which require familiarity with office procedures and prescribed accounting codes and classifications, identifies and corrects routine discrepancies, up to 50% of the duties performed may be repetitive; however, a moderate degree of complexity exists, accurately operates 10 key by touch; operates a computer terminal and printer for data storage and retrieval; a basic knowledge of company and departmental practices and procedures as established by the Finance Director. Minimum of 3-5 years of experience required.

Level III: This senior level accounting clerk will perform complex accounting duties which require specialized skill and a thorough knowledge of accounting and bookkeeping principles, participate in the preparation of account analysis, transaction entries, research and report summaries, maintains one of more sections of a complete set of books relating to phases of the Borough business transactions, position is contributory and facilitative to accountants, supervisor and other departments, a thorough knowledge of Borough and departmental practices and procedures is required. Accurately operate a 10 key by touch. Operate a computer terminal and printer for data storage and retrieval, develops and manipulates complex accounting spreadsheets, must be able to prioritize own work after receiving direction from the Finance Director. Minimum of 6 or more years of experience.

DUTIES:

- Support the Controller in duties pertaining to the accounting records and accounting functions.
- Assist in the maintenance of all borough accounting records and legal documents.
- Assist in processing and filing of the borough payroll, accounts payable and accounts receivable. Assures that back up documents are accurate and filed.
- Assist in the preparation and filing of quarterly payroll reports, such as 941s and ESC reports.
- Assist in the preparation of W-2s and 1099s.
- Assist in the reconciliation of the monthly bank statements.
- Assist with monthly financial reporting to Mayor and Directors.
- Assist with audit preparation.
- Assist with monthly and quarterly grant reporting.
- Tracks log of the purchase orders and travel requests.
- Perform other duties as assigned.
- All other duties as assigned.

QUALIFICATIONS:

- High School Diploma Required.
- Graduation from an accredited college or university, with a Bachelor's degree in Accounting, Finance, Business, Economics or a related field is highly desired.
- 2+ years accounting or auditing experience preferred.
- Public accounting experience preferred.

SIGNATURES:

This job description has been approved by all levels of management:

Manager	_____	Date	_____
Personnel Officer	_____	Date	_____
Chief of Staff	_____	Date	_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee	_____	Date	_____
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